❖PACER Service Center❖

NEW! PACER Fee Increase

A fee increase from $.07 per page to $.08 per page for public access to court electronic records (PACER) was approved by the Judicial Conference at its September 2004 session. The fee increase applies to all systems (CM/ECF, PACER, RACER, etc.) and will become effective January 1, 2005. The 30-page cap on case-related documents and reports (excluding transcripts) will remain in effect. However, the maximum cost will be $2.40. See article below for details regarding the 30-page cap.

Cap on Case-Related Documents and Reports

The Judicial Conference, at its September 2003 session, amended the language of Section I of the Electronic Public Access Fee Schedule. The previous schedule placed a cap of 30 pages for electronic access to any single document. The amendment extends this cap to include docket sheets and case-specific reports, with the exception of transcripts of federal court proceedings. The cap applies to all systems; although, the transaction receipt will not reflect this change in older PACER and RACER systems and may not be reflected immediately in CM/ECF systems. During the transition period the PACER Service Center will cap eligible transaction just prior to loading them to the PACER Service Center web site each month. To view the capped transactions use the Review Transaction History option in the Account Information section. The quarterly statements will be calculated using the capped transactions.

Password Retrieval by Email

SIGN UP BEFORE YOU NEED IT!

In the event that the PACER password is misplaced or forgotten, the PACER Service Center is able to send an email that will contain a link to obtain the password. It is important that users sign up for this option prior to needing the password. Therefore, we strongly suggest that users sign up as soon as possible at the PACER Service Center website *http://pacer. psc.uscourts.gov.* The option will work once the security information is on file. Login to the "Account Information" section to select "Set Account Security Information." Provide a valid email address, security question and answer, as well as date of birth. This will allow the PACER Service Center to verify and send the misplaced or forgotten password.

Automatic Billing

PACER users now have the option to sign up for automatic credit card billing. Customers that sign up for this option will have the amount due each quarter charged to a credit card on file with the PACER Service Center without having to visit the web site or call. Balances of $10 or more are applied to the credit card on file just before payment is due. This option is available under the "Account Information" section at the PACER Service Center website *http:// pacer.psc.uscourts.gov.* Click on "Sign Up for Automatic Payment." It is possible to update or change the credit card information on file under this option as well.

New! Criminal Documents Availability

The privacy policy restricting online access to criminal documents, except for parties in a case, has been changed. Pending software modifications, criminal case documents filed on or after November 1, 2004 (unless they are sealed) will be available for online viewing. For more details see www.privacy.uscourts.gov.

Filing Cases

Your PACER login and password will only allow access to Queries and Reports. A court assigned filing ID must be used to file a case or file documents to a case in courts offering electronic case filing. Please contact the appropriate court to obtain a filing ID. See CM/ECF Information at *http://pacer.psc. uscourts.gov* for a listing of courts offering electronic case filing.

Detailed Billing

PACER billing statements that are sent by mail only include the amount due. There are two options at the PACER Service Center web site that will provide details for access during the billing cycle. They are "Review Transaction History" and "Review Quarterly Statement." The former includes an option to sort transactions by client code. The website address is *http:// pacer.psc.uscourts.gov.* Click on Account Information.

SSN Display

In compliance with the Federal Rules of Bankruptcy Procedure, PACER will display only the last four digits of the debtor(s) Social Security number (SSN). It is possible to search by the full SSN; however, only the last four digits of the SSN will be displayed.

Questions or Comments regarding information in the announcement?
Email   *pacer@psc.uscourts.gov* or call (800) 676-6856.

To obtain information regarding CM/ECF such as Frequently Asked Questions, training modules, and more, click on CM/ ECF Information at *http://pacer. psc.uscourts.gov*.

Other Billing Info

For your convenience, the PACER Service Center accepts Discover, VISA, MasterCard, and American Express. Login to the Account Information section at *http:// pacer.psc.uscourts.gov* to pay by credit card.

Payment for balances less than $10 will automatically be deferred until the balance is $10 or more. No phone call is necessary.

The PACER Service Center's Federal Tax ID Number is 74-2747938.

Effective April 1, 2004 a fee of $45 will be assessed if a check is returned for non sufficient funds.

Problems with PACER?

In order to expedite our response to the problems identified in PACER sites   we   must have the following information when contacting our help desk by phone or email.
Login ID:
PACER site where problem occurred:
Type of court (i.e., District, Bankruptcy):
Description of the problem with appropriate case (if applicable).   Previously answered emails are not readily available. Please include all previous correspondence (email history) with your email.

General Information

The PACER Service Center hours of operation are 8:00 am to 5:00 pm CST, Monday through Friday and is closed for Federal holidays.   Remaining holidays for which the PACER Service Center will be closed are October 11 for Columbus Day, November 11 for Veteran's Day, November 25 for Thanksgiving, December 24 for Christmas, and December 31 for New Year's Day.